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CONTRACTING

**SOURCE SELECTION ACTIVITIES GUIDE
(PERFORMANCE RISK ASSESSMENT GROUP
(PRAG) GUIDE)**

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ABOUT THIS GUIDE

The PRAG Guide, located at: http://www.afmc-mil.wpafb.af.mil/pdl/afmc/pam/64series/64_113v1/640113v1.pdf, is intended to provide the PRAG membership the activities to be performed in support of a source selection conducted in accordance with Air Force FAR Supplement (AFFARS) 5315.3 and the Air Force Source Selection Procedures Document, which governs in case of any conflicting data or guidance.

The Guide describes the steps that should be taken by the PRAG in performing their analysis. The Guide provides information on all steps in the process from prior to release of the Request for Proposals (solicitation) to documenting and briefing the results of the PRAG's analysis. Usage of this Guide should result in the orderly presentation of such information and pertinent past performance assessment to the Source Selection Authority (SSA) for use in making an award decision.

The Guide may be supplemented to address procedures and activities which are unique to the way individual centers conduct their source selections and to include local samples of briefing formats, report formats, etc.

The PRAG Guide is maintained by the Contracting Policy Division, HQ AFMC/PKP, 4375 Chidlaw Road, Room S260, Wright-Patterson AFB, OH 45433-5006. Recommendations for improvements and corrections to this Guide are welcome, and may be addressed to this office.

1. PRAG Source Selection Activities Guide:

1.1. List of Pertinent Documents:

- 1.1.1. FAR 15.3, Source Selection
- 1.1.2. DFARS 215.3, Source Selection
- 1.1.3. DOD - Guide to Collection and Use of Past Performance Information

1.1.4. AFFARS 5315.3, Source Selection

1.1.5. AF Source Selection Procedures Document

1.1.6. AFMCI 64-107, *Contractor Performance Assessment Reporting System (CPARS)*

1.2. Background. The PRAG is a team within the source selection organization that is tasked with assessing the relevant past and present performance and assigning a performance confidence rating (formerly referred to as performance risk rating), of each offeror and its critical or teaming subcontractor(s). The PRAG provides the Source Selection Advisory Council (SSAC) or Source Selection Evaluation Team (SSET) Chairperson with an independent assessment of the offeror's ability to perform the proposed effort. Figure 1 shows the relationship of the PRAG to the source selection organization. The PRAG consists of experienced government personnel appointed by the PRAG Chairperson to assess performance confidence. The PRAG may report directly to the SSA, the SSAC, or SSET Chairperson. **The PRAG chairperson should be involved in the early planning stages of the acquisition and be a participant in the development of Sections L and M of the solicitation.**

1.3. Common Terms:

PRAG Guide Terms

Source Selection Focal Point

Section L Instructions

Section M

Executive Summary

Also Known As

Source Selection Officer

Source Selection Expert Advisor (SSEA)

Source Selection Secretariat

Clearance/Policy Office

Acquisition Support Team

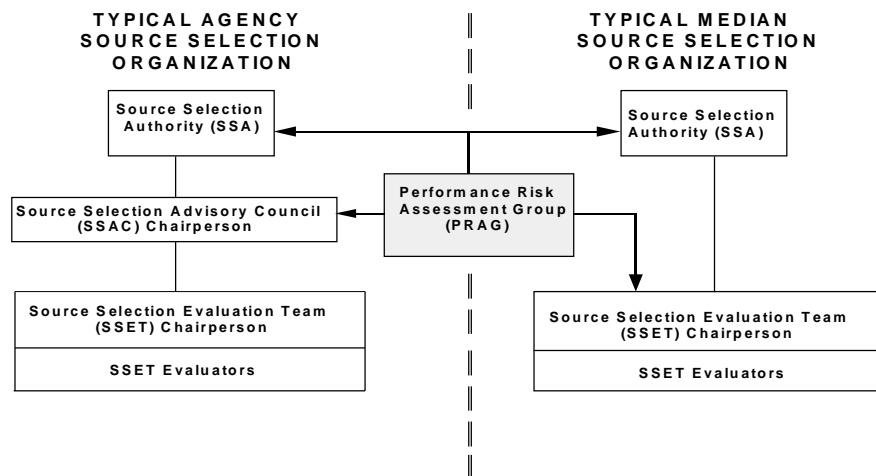
Instructions for Proposal Preparation (IFPP)

Instructions to Offerors (ITOs)

Proposal Instructions to Offerors (PIOs)

Evaluation Factors

Synopsis Volume

Figure 1. The PRAG Relative to Typical Source Selection Organization Structures.

- PRAG required
- SSAC may be required by SSA
- Integrated team is encouraged, however specific subteams are permissible

- PRAG may be required by SSA
- Integrated team is encouraged, however specific subteams are permissible

2. Prior to Release of Request For Proposals (RFP):

2.1. Formation of the PRAG. The PRAG should consist of one or more government individuals with broad experience in acquisitions similar to the acquisition for which performance confidence will be assessed. These individuals may be military or civilian (no contractor personnel). The rank or grade of the individual who chairs the PRAG should preferably be the same as or one level below the rank or grade of the SSET chairperson, and the PRAG chairperson is also preferably at least Level II certified in APDP. This will be dependent on the availability of personnel and their relevant experience. The total membership of the PRAG depends on the complexity of the program (include a technical oriented person on highly technical acquisitions) and the number of proposals expected; two or three members are normally sufficient. Administrative support should be identified to assist with the PRAG efforts.

2.2. Getting Started. The first action of the PRAG chairperson should be to meet with the local source selection focal point. This focal point will provide the latest guidance with respect to conducting performance confidence assessments, local-briefing formats, and lessons learned. The focal point can also identify sources of performance data that are available locally and explain how this information can be obtained.

2.3. Determine Administrative Requirements. The PRAG will require a secure work area with access to telephones, a fax machine and locking file cabinets. If dedicated source selection facilities

are not available, the PRAG chairperson must ensure that the necessary resources are obtained. When the PRAG is located away from a dedicated source selection facility, members should be reminded of their responsibility to protect all source selection information received or generated throughout the process. The PRAG Chairperson must also ensure adequate clerical support is available to the PRAG team. This may require coordination with the SSET or SSAC Chairperson.

2.4. Review Supporting Documentation. A review of this PRAG Guide and all current source selection regulations, policy, supplements and instructions should be conducted before the PRAG effort begins, as specific PRAG guidance and solicitation language are included in these documents. *(See paragraph 1.1 for a listing of these documents. Review this listing with your source selection focal point for currency.)* A review of the key solicitation documents and provisions such as specifications, statements of work, and Sections L and M, is essential to get a working knowledge of the primary objectives of the acquisition.

2.5. Prepare Inputs for Section L of the Solicitation.

2.5.1. This portion of the Section L instructions should be written to solicit information on the offerors' present and past performance to enable the PRAG to determine how closely the work performed relates to the Mission Capability subfactors. Offerors should be requested to submit information they consider relevant in demonstrating their ability to perform the proposed effort. This information may include data on efforts performed by other divisions, corporate management, critical subcontractors or teaming contractors, or the relevant element of predecessor entities forming new companies by merger/consolidation. The offerors should be instructed to explain how such resources will be brought to bear or significantly influence performance of the proposed effort. The offerors should also be instructed to identify knowledgeable points of contact for each listed contract. Offerors should be requested to focus their input on the Mission Capability subfactors and price/cost factors identified in Section M, basis for award, and on the business division(s) where contract activity will actually be performed. (Note: Subfactors are not assigned a rating and it is optional for the SSA to assign the rating at the factor level.) It is helpful to include the Past Performance questionnaire as part of the solicitation, so that offerors know what the Government is using to assess past performance. Past performance information pertaining to a subcontractor cannot be disclosed to a private party without the subcontractor's consent. Because a prime contractor is a private party, the government needs to obtain the subcontractor's consent before disclosing its past performance information to the prime. For example, the solicitation could require the prime to submit the consent of its principal subcontractors along with the prime's proposal to the government (ref: DOD: 'A Guide to Collection and Use of Past Performance Information', Subcontractor Past Performance.) *For an example of a consent letter, see Attachment 3.* Additionally, Section L language may include instructions directing the contractor to send out and track the questionnaires, making the contractor responsible for sending the questionnaire out to several points of contact on relevant contracts; once the questionnaires are completed, they are faxed or mailed DIRECTLY back to the PCO, not the contractor. *For an example of Section L language, see Attachment 4.*

2.5.2. The required content and format for the past performance data submission must be included in the Section L instructions. (See the Section L Template and Guide on the AFMC Contracting Policy web site.) The Section L instructions should state that the offerors can enhance the quality of the past performance portion of their proposal by clearly identifying which past contracts are relevant indicators of performance against the Mission Capability subfactors and price/cost fac-

tors. As a minimum, the instructions should request the original schedule and cost/price, the current schedule and cost/price, and the reason for any differences. Offerors should be cautioned to ensure that information, with respect to points of contact for respective contracts, is current. For convenience, it is recommended that the requested performance information be provided in a separate volume of the offeror's proposal. Any page limitations on this volume should be clearly stated. Consider limiting the pages for each specific past effort, rather than an overall volume limit. Exclude from any page limit the "organizational roadmap," wherein you require the offeror to explain the relationships of business units, predecessor companies, etc., in light of corporate reorganizations, mergers, and acquisitions (see the Section L Template and Guide on the AFMC Contracting Policy web site).

2.6. Verify Comparability with Section M of the Solicitation. Section M should clearly state that the government will conduct a performance confidence assessment based upon the offeror's present and past performance as it relates to the probability of successful accomplishment of the proposed effort. Section M should also notify offerors that independent data as well as data provided in their proposal will be used to assess past performance. Section M should also explain how the performance confidence assessments will be considered in the integrated evaluation of proposals. (See the Section M Template and Guide on the AFMC Contracting Policy web site.) Section M should define relevancy, current and recent, and adverse past performance. In more complex source selections, a relevancy matrix should be included in Section L. Under the Past Performance factor, the Performance Confidence Assessment represents the evaluation of an offeror's present and past work record to assess the Government's confidence in the offeror's probability of successfully performing as proposed. The Government will evaluate the offeror's demonstrated record of contract compliance in supplying products and services that meet user's needs, including cost and schedule. The Past Performance Evaluation is accomplished by reviewing aspects of an offeror's relevant present and recent past performance, focusing on and targeting performance which is relevant to the Mission Capability subfactors. This information may include data on efforts performed by other divisions, critical subcontractors, or teaming contractors, if such resources will be brought to bear or significantly influence the performance of the proposed effort.

3. Prior to Receipt of Proposals:

3.1. Prepare Documentation. The period between solicitation release and receipt of proposals can be effectively used to prepare the following documents that will be required during the PRAG evaluation process. Note: the questionnaire may be prepared in advance and sent out with the solicitation.

3.1.1. Verification/Fact Finding Questionnaire. This is a questionnaire that will be sent to government and/or non-government sources to: (1) verify present and past performance information contained in the offeror's proposal; and (2) obtain information about other contracts not mentioned in the offeror's proposal, but which are believed to be similar to the on-going source selection effort. The questionnaire should be structured to avoid yes/no answers and obtain both historical and current contract status information as well as elicit detailed information about the offeror's performance as it relates to the Mission Capability subfactors (Section M) of the solicitation. Normally, the questionnaire will include at least one question on each Mission Capability subfactor, as well as other relevant information, such as cost and schedule control. A questionnaire normally is not needed for a specific contract when Contractor Performance Assessment Reports (CPARs) are available.

3.1.2. Cover Letter. A single page cover letter that is complete except for the date and addressee information should be prepared. It should accompany the verification/fact-finding questionnaire. This letter should clearly explain why and when the requested information is needed as well as to whom and how the information should be returned as the completed questionnaire contains source selection information. This letter should be sent to the appropriate points of contact. Signature on the cover letter shall normally be the PRAG Chairperson. *For an example, see Attachment 1.*

3.1.3. Worksheets. The magnitude of the PRAG assessment effort is determined by the number of offerors responding to the solicitation, as well as the number of proposed subcontractors. It is not uncommon for the PRAG to review and report on a large number of contracts. To facilitate the control of this effort, the use of previously prepared worksheets to track the status of questionnaires has proven helpful. *For an example, see Attachment 2.*

3.2. Develop PRAG Schedules. The source selection will have its own schedule of activities from receipt of proposals to the SSA decision briefing. Therefore, it is necessary for the PRAG Chairperson to develop a schedule that reflects the PRAG's efforts to support the overall source selection process. This is necessary to determine due dates for questionnaires and the effective use of PRAG resources. Schedule constraints may necessitate parallel activities by the various PRAG members. The PRAG should be prepared to support an award without discussion when the possibility arises. In order to support the possibility of award without discussions, the PRAG should plan for the receipt of questionnaires earlier, expedite analysis, and complete the PRAG report by the time the decision to award without discussions is made. **Early submission of the Past Performance Information (PPI) should be encouraged. Receipt of past performance information is generally received by the Government before the rest of the proposal is due. A typical date for PPI to be due is 2 weeks after release of the solicitation.** The PRAG Chairperson should coordinate with the SSET Chairperson to ensure the PRAG schedule supports the overall source selection schedule.

4. After Receipt of Proposals:

4.1. Caution Regarding Exchanges with Offerors. FAR 15.306(a) and (b) provides for exchanges with offerors regarding their past performance prior to award without discussions or establishing a competitive range. Exchanges (specifically clarifications or communications, depending on the purpose and timing) regarding the relevance of the offeror's past performance or providing offerors with an opportunity to comment on any adverse past performance information, is not only allowed, but required. Regardless of type of exchange, the contracting officer shall be involved and shall make the decision on type of exchange necessary. Even if discussions are to be conducted, no exchanges shall take place between the offerors and PRAG team without the prior knowledge, explicit approval, and participation of the contracting officer. In the case of an evaluation notice (EN), the SSA approval is required. (In the context of past performance, ENs are formal requests to the offeror for exchanges on any performance data gathered that is contradictory, unclear or adverse.)

4.2. Review Proposal Summary Information. When proposals are received, the members of the PRAG should, at a minimum, review the Executive Summary, if requested, included with each proposal. This review is intended to familiarize the PRAG with the overall Mission Capability approach of each offeror, the subcontractor(s) proposed by each offeror, and provide a basis for interaction with other members of the SSET during the source selection process.

4.3. Secure Past Performance Data. Following the review of the Executive Summary of each proposal, the PRAG should obtain from the PCO all past performance data from each offeror's proposal.

When not working with the data, it should be placed in locked containers at the location where the PRAG is conducting its evaluation.

4.4. Identify Prior Contracts. The SSET may assign an alphabetical character, or some other “shorthand” identifier, to each proposal. For consistency and better information cross-flow, the PRAG should use the same character(s) to identify each offeror and a separate numerical character to identify each contract that is covered in the past performance data included in the proposals, e.g., A-1, A-2, B-1, B-2, B-3, etc. In addition, if the referenced contract is that of a subcontractor to the prime offeror, an identifier such as AS-1, AS-2, etc. should be used to note the subcontractor status of the data. These alphanumeric identifiers, if used, should be used throughout the PRAG effort.

4.5. Conduct Relevancy Screening. Relevancy screening should be against criteria in Section M. The PRAG should screen the information provided for each of the referenced contracts to make an initial determination of its relevance to the current requirement. Such aspects of relevance include the type of effort (development, production, repair, etc.), and the type of requirement (weapon systems, information systems, engineering services, programmed depot maintenance, S&T, etc.). In the event of company merger/consolidation, the PRAG must consider whether the new entity created by the merger/consolidation is substantially different so as to affect the relevance of the PPI. Some typical factors to consider when determining whether a merged/consolidated company is substantially different from the time PPI was collected are: changes in management structure and philosophy, effect of merger/consolidation on internal operations, key personnel changes, anticipated changes to product lines/services, and geographical expansions, re-locations, and/or closings. PPI will tend to be less relevant as the changes in corporate attributes impacting the acquisition increase. The objective of the screening is to remove from consideration those contract references that are **clearly** unrelated to any evaluation criteria. It should be noted that valuable information can be obtained from seemingly unrelated prior contracts regarding relevant technical capability, management responsiveness, proactive process improvements, ability to handle complex technical or management requirements, etc. Other members and advisors of the source selection team may be consulted as necessary for assistance in determining relevancy.

4.6. Obtain Contractor Performance Assessment Reporting System (CPARS) Data. The AFMC CPARS is an automated database system that provides detailed information and an assessment of the on-going performance of Air Force contractors. Each report in the CPARS consists of the Project Manager's (PM) narrative assessment and performance ratings (exceptional, very good, satisfactory, marginal or unsatisfactory; the evaluator can also select an "N/A" rating if the other categories are not applicable.). AFMCI 64-107 contains specific instructions for obtaining CPAR data and for proper handling of the data. Also included in the report are contractor comments, if any, and CPAR approving official signature. As a minimum, the PRAG should contact (by phone) the current PM regarding any significant changes to the contractor's performance that may have been made since the last CPAR on file was prepared (if the contractor is at least into his sixth month of performance after the last CPAR). The PRAG should then document (memo for record, or other means) the results of that discussion, e.g., name/position of the person they talked to, date of query, and the comments provided. The PRAG shall inform the PCO that the information provided verbally will be used to document the source selection file. **The PRAG is reminded that the contractor must be afforded an opportunity to rebut any adverse performance reports pursuant to FAR 15.**

4.7. Transmit Questionnaires. Using the information furnished by the offerors, the PRAG should confirm by telephone two points of contact (POC) for each referenced contract, preferably the PM and

ACO. The POCs must be Government employees (we do not want input from non-government personnel) with personal knowledge of the past performance of the contractor in question. In addition to Program Managers, POCs could include the end user, government agency and/or commercial customer, equipment specialists, systems engineers, PCOs, COTRs, or pre-award survey monitors. POCs may also include private contractor personnel only when reference contracts are commercial/non-Governmental. Use the initial telephone contact to determine a fax number for questionnaire transmission. Include the name of the referenced contract and contract number so that the respondent can identify the related past performance activity. In addition, be sure that the questionnaire includes instructions that the PRAG be contacted when the completed questionnaire is ready to be faxed so that it can be protected at all times.

4.8. Follow-Up With Telephone Contacts. A few days after faxing the questionnaire, the PRAG should make a follow-up telephone call to confirm that the POC received the questionnaire and will be able to meet the requested suspense date. If a questionnaire has not been returned by the suspense date indicated in the transmittal letter, a follow-up telephone call should be made to the POC to ensure that a response is forthcoming and confirm the new suspense date. Such follow-up calls should be made promptly to encourage timely completion and delivery of the questionnaires. The PRAG may also enlist the aid of the SSET or SSAC chairperson, when appropriate, to enhance the follow-up effort. On rare occasion, the SSA may also be asked to assist the PRAG in obtaining follow-up information for use in the confidence assessment.

4.9. Conduct Questionnaire Interviews. For those POCs in the local area, the PRAG may choose to conduct personal interviews to complete the questionnaire for each of the referenced contracts. Such interviews may elicit additional information concerning the past performance of the offeror or subcontractor not readily apparent through the use of the questionnaire alone, particularly since information can be easily obtained from more than just the single POC. Personal interviews may also be desirable outside the local area, especially when the referenced POC is DCMA. In such cases it may be advisable to in-brief and interview the organizational commander. The commander can then ensure that the most knowledgeable personnel are available for interview. Such visits often provide the PRAG with information concerning other contracts not referenced in the offeror's proposal.

4.10. Analyze Returned Questionnaires. The responses on the returned questionnaires, together with questionnaires completed through individual interviews, should be analyzed with key data documented in an easy-to-follow format. The data can then be the key input in the preparation of the PRAG briefings to the SSET or SSAC, and the SSA, as well as in the preparation of the PRAG's written report. Where requested information has been omitted from the returned questionnaire, a telephone call should be made to the individual who completed the questionnaire to secure the additional data.

4.11. Perform Final Relevancy Determination. Once the list of contracts provided by each offeror has been screened for relevance and the associated questionnaires have been received and analyzed, it is then necessary to assess the importance of each contract relative to the requirement being competed. It is often helpful to assign ratings to each contract such as highly relevant, relevant, somewhat relevant, or not relevant, using a worksheet format. It should be noted that some of the referenced contracts will be relevant to the effort under source selection, while in other cases only portions of the cited contracts may be similar. Relevance is driven by how closely the skill demonstrated in the prior contract, e.g., subcontract management, matches the degree to which that skill will be utilized on the new contract. When reviewing for relevancy, look for portions of efforts relevant to the instant acquisition, consider commercial, state and local, and non-DoD agencies; consider predecessor companies,

key personnel, and major subcontractors. Look for efforts showing technical capability, management responsiveness, proactive process improvements, and the ability to handle complex technical or management requirements. In the final analysis, those efforts most relevant to the effort under source selection will be considered more important in the PRAG's overall performance risk assessment.

4.12. Review Other Data Sources. The PRAG can obtain greater insight into the present and past performance of an offeror by reviewing as many data sources as possible, including commercial sources. See your local source selection focal point for other data sources. The PRAG should also contact other activities within AFMC as well as other Air Force and DOD organizations as determined necessary by the PRAG chairperson or the SSET or SSAC chairperson. The PRAG should undertake an aggressive effort to find and report additional relevant contracts not identified as past performance by the offerors in their proposals, since offerors tend to list contracts that will put them in the best light.

4.13. Analyze the Data. The PRAG team should assemble the data gathered concerning each contract for each offeror and for each offeror's critical subcontractor(s)/teams and perform an analysis of the data. The objective of the analysis should be to identify those key pieces of data concerning the offeror's (and subcontractor's) present and past performance that should be highlighted in the PRAG briefings and in the final written PRAG report. The analysis should include a comprehensive interpretation of the information gleaned from the questionnaire responses, from any staff interviews, CPARs, and from the other sources of offeror past and present performance data. Past performance data that is in dispute may be considered by the PRAG. When considering such data, i.e., facts in dispute or active litigation, the PRAG shall consult legal counsel so as not to compromise the Government's position in the legal proceedings. The objective is the assignment of a confidence rating of high confidence, significant confidence, confidence, little confidence, no confidence, or unknown confidence ratings. Evaluation notices (EN) are generated for all adverse PPIs that the offeror has not previously had the opportunity to respond. These ratings should be arrived at independently after consideration of all relevant past performance data received and of the complexities and unique features of the instant program. This consideration must include an assessment of the management actions/efforts utilized by the contractor to resolve problems encountered on prior contracts. For example, submittal of quality performance or other management indicators may substantiate that an offeror has overcome past problems. While ratings are arrived at independently, the PRAG Chairperson should review the ratings from one offeror to the next to ensure consistency overall. Merely having problems should not automatically equate to a little or no confidence rating, since the problems encountered may have been on a more complex program, or an offeror may have subsequently demonstrated the ability to overcome the problems encountered, thereby making him a high competent candidate. The assessment of an offeror's performance confidence is not intended to be a simple arithmetic function calculated against an offeror's performance on a list of contracts. Rather, the information deemed most relevant and significant by the PRAG should receive the greatest consideration.

5. After Analysis of Data:

5.1. Provide Timely Support. It is of paramount importance that the PRAG accomplish its efforts in a timely manner in order to meet source selection schedule objectives. Information cross-flow with the PCO and SSET chairperson is critical to that end. If exchanges with offerors are to be conducted, the PRAG must have ENs prepared in time for the competitive range briefing. Similarly, if award is to be made without discussion or if inclusion/exclusion of one or more offerors from competitive range is in question, the PRAG must have ENs prepared appropriately. Subsequent ENs may be nec-

essary as additional data is uncovered or becomes available. However, all exchanges between the Government and offerors must be completed prior to issuance of the request for Final Proposal Revisions.

5.2. Award Without Discussions. Even if award is made without discussion, FAR 15.306 provides for exchanges (clarifications) with offerors regarding the relevance of their past performance or concerning any adverse past performance considered by the PRAG on which the offeror has not had an opportunity to comment.

5.3. Present Initial PRAG Results at Competitive Range Briefing. The PRAG findings, based on information evaluated to date, shall be presented at the competitive range briefing (if held). This presentation should show what the PRAG has done to date and preliminary analysis of data collected. If there is a problem with the PRAG's approach, this presentation allows the PRAG to correct its approach and provide the analysis needed in the PRAG's final report. This may also provide insight into either additional contracts or points of contact for the PRAG to check concerning an individual offeror's past and present performance. Constant communication with the SSET throughout the performance evaluation process is encouraged.

5.4. Prepare Draft PRAG Briefing. Following the analysis and assessment of the performance data, the PRAG should prepare a draft briefing presenting its summary of the data gathered and the performance confidence ratings assigned or recommended. The PRAG chairperson should conduct a "dry-run" of the briefing prior to the presentation to the SSA.

5.5. Prepare Draft PRAG Report. A draft of the final written PRAG report should be prepared after the completion of the draft briefing. The final report should summarize the PRAG effort and the assessment of performance confidence and address, as a minimum, sources and type of performance data gathered, relevance and significance of the data, and confidence assessments and supporting rationale for each.

5.6. Brief SSET or SSAC. The PRAG briefing should be presented to the SSET or SSAC at the decision briefing "dry-run". Any suggested additions, changes or other modifications to the briefing should be incorporated into the final briefing and report as necessary.

5.7. Brief SSA and Submit Final PRAG Report. After any modifications to the dry-run briefing and report are completed, the PRAG chairperson or SSET or SSAC chairperson should brief the SSA as part of the formal SSET or SSAC decision briefing and should submit the final PRAG report for inclusion with the SSET or SSAC Proposal Analysis Report (PAR - for Agency source selections), or Decision Briefing (for Median source selections). The PRAG Chairperson should be prepared to support debriefings to offerors as requested by the Contracting Officer. The content of the debriefing will be substantially the same as that presented to the SSA at the decision briefing.

MILTON C. ROSS, SES
Deputy Director of Contracting

Attachment 1**SAMPLE QUESTIONNAIRE TRANSMITTAL LETTER
LETTERHEAD**

(Date)

FOR OFFICIAL USE ONLY

The (Name of Organization) of the Air Force Materiel Command (AFMC) is in the process of selecting a contractor for a (name of program) program. (Describe in general terms the nature of the effort.)

One of the considerations in proposal evaluation is the verification of the offerors' past and present performance on contracts which reflect the offeror's ability to perform on the proposed effort. We depend on information received from agencies such as yours, which have had first hand experience with an offeror, for the evaluation of the offeror's performance on those contracts.

Our areas of interest in the offeror are summarized in the enclosed questionnaire. As discussed in our initial phone contact with your office, our schedule is extremely tight and we need your written response no later than _____ calendar days after your receipt of this letter. This schedule will allow us sufficient time to analyze the data prior to the start of negotiations.

To assist you in preparing your response and expediting your reply, the questionnaire may be filled out by hand and "faxed" to XXXXXX-XXXX (Attention: _____).

Please call _____ at XXXXXX-XXXX prior to transmission or if you have any questions. Your completed questionnaire will become a part of the official Source Selection records.

Your help is greatly appreciated and your prompt response will be one of the keys to the successful and timely completion of this Source Selection.

(Signature)

1 Atch
Questionnaire

FOR OFFICIAL USE ONLY
SOURCE SELECTION INFORMATION
SEE FAR 3.104

Attachment 2

VERIFICATION/FACT FINDING QUESTIONNAIRE STATUS WORKSHEET SAMPLE

SHEET NO: _____

ACTUAL RETURN	
TGT RETURN DATE	
CONFIRMATION OF ITS RECEIPT	
DATE SENT	
SEND QUEST	
RELEVANCY	
RESULTS OF DOCUMENT VERIFICATION	
POINT OF CONTACT	
VALUE @ AWARD	
DURATION	
CONTRACT NUMBER	
CUSTOMER	
ROLE	
PROGRAM	
#	

AS REQUIRED

Attachment 3**Present and Past Performance Information to the Prime Contractor**

Past performance information concerning subcontractors and teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the government will need that consent before disclosing subcontractor/teaming partner present and past performance information to the prime during exchanges. In an effort to assist the Government's Performance Risk Assessment Group (PRAG) in assessing your past performance relevancy and confidence, we request that the following consent form be completed by the major subcontractors/teaming partners identified in your proposal. The completed consent forms should be submitted as part of your Present and Past Performance Volume (or Proposal). (Note: Section L should specify if past performance is to be submitted as a separate proposal volume).

SAMPLE**Subcontractor/Teaming Partner Consent Form for the Release of Present and Past Performance Information to the Prime Contractor**

Dear (Contracting Officer)

We are currently participating as a (subcontractor/teaming partner) with (prime contractor or name of entity providing proposal) in responding to the Department of the Air Force, (location) Request for Proposal (solicitation No.) for the (program title or description of effort).

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form in order to allow you to discuss our present and past performance information with the prime contractor during the source selection process.

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

Cage Code:

Phone Number and Fax No:

Attachment 4**SAMPLE SECTION "L" LANGUAGE****Past and Present Performance Questionnaires**

- (a) The offeror shall request that each party for whom it has performed work similar to the work contemplated by this solicitation submit a past and present performance questionnaire to the Government (this may include work done as a prime contractor or subcontractor on a Government contract, or work wholly within the commercial sector). The questionnaire is *available (included as RFP attachment, available from a website)*. Questionnaires shall also be requested from the customers of each of its primary subcontractors, teaming partners, and/or joint venture partners.
- (b) The offeror is solely responsible for ensuring that questionnaires are submitted in time for use in the evaluation process, and shall make every effort to achieve this objective. Questionnaires are due five working days after the date established for submission of Vol. xx, Past and Present Performance.
- (c) An offeror's request to another entity for completion of a questionnaire should—
- (1) include a statement that completion of the questionnaire is needed for the offeror's participation as a competitor in a formal source selection being conducted by the (Air Force office address).
 - (2) identify the source selection contracting officer.
 - (3) require that questionnaires be submitted directly to the Government, and not via the offeror, to: *address*.
 - (4) specify the date by which the questionnaire should be delivered.
 - (5) specify that envelopes should be marked "to be opened by addressee only—source selection information, see FAR 3.104—for official use only".
 - (6) indicate that fax transmission is acceptable after calling the contracting officer or the source selection recorder at xxxxxxx, but that both paper and electronic submissions are desired.
- (d) The Government desires that the questionnaires be completed by those with most knowledge of the subject contracts, and offerors are best served by requesting questionnaires from individuals with the most knowledge. For Government contracts, the following order of precedence is suggested: Government program or project manager, Government procuring contracting officer or negotiator, and Government administrative contracting officer.
- (e) The offeror shall maintain a Past/Present Performance Questionnaire tracking record (see attachment xxxx) that documents all exchanges between and follow-ups made to each of the POCs from whom a questionnaire has been requested. An initial Past/Present Performance Questionnaire tracking record shall be submitted with the offeror's Past/Present Performance volume under Vol. xxxxxxx. A final tracking record shall be submitted under separate cover to the contracting officer simultaneous with submission of the remainder of the proposal. This exchange/contact between the offeror and its POCs shall cease upon submission of the offeror's proposal to the government. The tracking record should be submitted in electronic format as well as printed form. The Government may conduct follow-up discussions with any of the people identified in the tracking records or in the offeror's Past/Present Performance volume. The Government may obtain other information by sending out additional questionnaires or through other sources.